



State of Rhode Island
Department of Business Regulation



**DIVISION OF COMMERCIAL LICENSING AND REGULATION
LIQUOR SECTION**

**233 Richmond Street, Suite 230
Providence, Rhode Island 02903-4230
Telephone (401) 222-2562 Facsimile (401) 222-6654
www.dbr.state.ri.us**

APPLICATION FOR CLASS P CATERER'S LICENSE

(Use of additional paper or attachment of lists is permitted as necessary)

Name of Applicant (Corporation Name)

D/B/A/

Address of Premise

Telephone Number

State of Incorporation

Date of Incorporation

Name, Address and Contact Telephone number of all Officers:

President

Vice President

Secretary

Treasurer

Name, Address and Contact Telephone number of All Directors or Board Members:

Have any Officers, Board Members or Stockholders ever been arrested or convicted of a crime? Yes__ NO__ If Yes, Provide Explanation. _____

Classes of Stock:

(a) Amount of Each Authorized

(b) Amount of Each Issued

Names and Addresses of All Registered Owner of each class and amount owned:
(Corporations having 25 or more stockholders need not file a list of names and addresses of stockholders)

If any of the above stock is hypothecated or pledged provide details:

If application is on behalf of an undisclosed principal or party in interest, provide details:

Have any of the applicants ever been arrested or convicted of a crime? Yes__ No__ If Yes Provide Explanation.

Does applicant own premises? Yes__ No__ Is Property Mortgaged? Yes__ No__
Is property leased? Yes__ No__

Name and Address of Mortgagee or Lessee and amount of extent:

Is Applicant interested directly or indirectly, as principle or associate, or in any manner whatsoever, in any license issued under Title 3 of the General Laws of the State of Rhode Island, 1956, as amended? Yes__ No__ If Yes Provide Explanation. _____

Is Applicant the owner or operator of any other business? Yes__ No__ If Yes Provide Explanation.

Is Applicant or any of its Officers, Board Members or Stockholders interested directly or indirectly, as principle or associate, or in any manner whatsoever, in any license issued under Title 3 of the General Laws of the State of Rhode Island, 1956, as amended? Yes__ No__ If Yes Provide Explanation. _____

Do any of the Applicants have any interest direct or indirect, as principle or associate, or in any manner whatsoever, in any licensed issued under Title 3 of the General Laws of the State of Rhode Island, 1956, as amended? Yes__ No__
If Yes Provide Explanation.

State amount of Capital invested in business. _____

I hereby certify that the above statements are true to the best of my knowledge and belief.

Applicant (Signature of Authorized Officer)

Date

Notary Public:

Signed this) _____ day of _____ 20_____

Signature of Notary Public

My Commission Expires:

Instruction for all Applicants

1. All applications must be accompanied by copies of a valid catering license issued by the R.I. Department of Health and a permit/license to make sales at retail issued by the Division of Taxation.
2. A check payable to "Rhode Island General Treasurer" in the amount of five hundred dollars (\$500.00).

Instructions for Out of State Caterer/Commissary Licensing

1. Out of state caterer using Rhode Island Licensed facility.
 - (a) Rhode Island license not required as long as food is not transported across state lines.
 - (b) The Rhode Island facility to be used must have a current license with the Office of Food Protection.
2. Out of state caterer using any unlicensed facility (includes private homes) in Rhode Island.
 - (c) Caterer must apply for a Rhode Island caterer's license.
 - (d) Caterer must provide a copy of their last facility inspection from within their home state.
 - (e) Caterer must provide a copy of most recent water analysis if it has a private well.
 - (f) Caterer must have in writing methods of transporting food and maintaining product temperatures.
3. If an out of state caterer/commissary anticipates catering five (5) or more events in the State of Rhode Island, they must have a certified food manager.

Instruction for Corporation Applicants

1. Every Question on Application Form must be answered. Any false statement by the Applicant will be sufficient grounds for the denial of the application or the revocation of the license in case one has been granted.
2. Attention is called to the following requirements of R.I. General Laws §3-5-10.
 - (a) All newly elected Officers or Directors must be reported to the Department within 30 days.
 - (b) Any acquisition by any person of more than ten per cent (10%) of any class of corporate stock must be reported within 30 days.
 - (c) Any transfer of fifty per cent (50%) or more of any class of corporate stock can be made only by written application to the Department subject to the procedures for a transfer of a license.

Class P License Holders

1. All Class P Caterers License Holders shall be familiar with the requirements of R.I. General Law §3-7-14.2 in particular:
 - (a) The licensee shall purchase all alcoholic beverages from a licensed Class A retail establishment located within the State of Rhode Island. All alcoholic beverages to be removed by licensee at the end of the event.
 - (b) Alcohol may only be served for a five (5) hour period per event and no more than two (2) drinks may be served a individual at one time with no shots or triple alcoholic drinks served.
 - (c) All persons who sell or serve alcoholic beverages or whose job description entails checking identification for the purchase of alcoholic beverages and valet parking staff shall receive Alcohol Server Training by a nationally recognized alcohol beverage server training program.
2. Violations may be subject to fines up to five hundred (\$500.00) dollars and revocation of license.